



Introduction

The City of Portsmouth Athletic Club is committed to safeguarding and promoting the welfare of children and vulnerable adults. This policy outlines the Club's position regarding the use of photographs taken at club events, public events, and training sessions, ensuring a balanced approach that allows for the enjoyment of athletics while protecting the rights of individuals. **Throughout the policy, the term photography refers to the taking and production of both photographs and video.** This policy is informed by the guidelines set by [England Athletics](#) and follows relevant data protection and safeguarding legislation.

Purpose of the Policy

The purpose of this policy is to ensure that:

- The use of photography at City of Portsmouth Athletic Club events and activities is managed responsibly.
- The safety, privacy, and well-being of all participants, particularly children and vulnerable adults, are protected.
- Any concerns regarding the use of photography are addressed in line with best practices and legal requirements.

General Principles

- **Informed Consent:** Participants, parents, or guardians (in the case of minors) must provide informed consent for any photography that occurs during training sessions or events. Members will be asked about photo permission at the time of signing up for membership and have the right to change or remove photo permissions at any time by contacting the [club welfare officers](#).
- **Respectful and Responsible Use:** Photography must be undertaken in a respectful manner that respects the dignity and privacy of all individuals, including competitors, volunteers, coaches, and officials.
- **Safeguarding:** The Club will act swiftly to address any misuse of photographs, and photographs that may put participants at risk or contravene any safeguarding regulations will be removed from any media platforms.

Guidelines for Photography at Events and Training Sessions

- **Consent**
 - **Children and Vulnerable Adults:** Consent for photographing children or vulnerable adults must be obtained from the parent or guardian at the time of registering for membership. This is part of the membership form. Consent may be changed or removed at any time by [contacting the club welfare officers](#).
 - **Adults:** Adults who wish to be photographed at events or training sessions must provide their consent, which may be implied through their registration or participation. If explicit consent is requested, the individual must agree to the terms prior to the photography taking place.
 - **Public Events**
 - At public events hosted by the club (e.g., opens, road races, social events, community gatherings), permission for photography and videography is assumed by attendance.



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- Notices will be displayed at events informing attendees that photography and filming may take place.
- Individuals who do not wish to be photographed should inform a committee member or event organiser.

- **Use of Photographs**

- **Publications and Media:** Photographs of athletes taken during events or training may be used for promotional purposes, including but not limited to: social media, newsletters, website content, and press releases. All images must be respectful and in line with the Club's ethos.
- **Social Media and Websites:** When publishing images on the Club's social media accounts or website, the following considerations will be adhered to:
 - No full names or identifying details will be posted alongside photographs of children or vulnerable adults without prior consent.
 - Any images of children or vulnerable adults will be shared in a manner that respects their dignity and privacy.
 - When using social media, captions and hashtags will be considered to ensure that individuals' privacy is respected.

- **Restrictions on Photography**

- **Personal Cameras and Phones:** Spectators, participants, and coaches may take photographs with personal devices, but they must respect the privacy of others and seek permission where necessary. If there are concerns about inappropriate photography, the event organiser or club representative will take action.
- **Professional Photography:** Professional photographers may only be permitted to take photos at Club events or training sessions with prior written consent from the Club's event organiser or designated representative. These photographers will be required to register upon arrival and be clearly identifiable during the event. The club has a designated club photographer who will usually be present at events. Details and contact information for the designated club photographer can be found [here](#). (add link to website)

- **Photography and Video Recording at Club Events and Training Sessions**

- **Consent to Film or Photograph:** If video recording is required (for example, for coaching purposes or promotional videos), participants will be informed in advance, and consent will be sought in the same manner as for still photography.
- **Training Sessions:** Photography or video recording during training sessions should be limited to specific purposes such as improving techniques or for Club use (e.g., analysis, promotional videos). Participants will be informed in advance.

Safeguarding Concerns

The safety and protection of individuals is paramount. If there are any concerns regarding the inappropriate use of photography or videography, the following steps will be taken:

- Any individual who suspects a safeguarding issue related to photography should immediately report it to the [Club's Welfare Officers](#) or event organiser.

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- The Club will take immediate action to prevent the use or distribution of any harmful or inappropriate images.
- If required, the Club will report any concerns to the relevant authorities in accordance with England Athletics' safeguarding protocols.

Data Protection

The Club adheres to all relevant data protection laws, including the General Data Protection Regulation (GDPR). The use of photographs will comply with the principles of data protection, and any images used for marketing or public purposes will respect individuals' rights to privacy.

- **Storage of Images:** Images will be stored securely and only used for the purposes they were taken. Where possible, photographs will be anonymised (e.g., by avoiding naming athletes).
- **Withdrawal of Consent:** If a participant, parent, or guardian requests that their photograph be removed from the Club's materials or social media platforms, the Club will comply promptly with that request.

Roles and Responsibilities

- **Event Organisers/Coaches:** Responsible for ensuring that all participants have been informed about the photography policy and for ensuring consent is obtained where necessary.
- **Photographers/Media:** Responsible for adhering to the Club's guidelines and for using images appropriately.
- **Welfare Officer:** Responsible for addressing any concerns related to the misuse of photographs and ensuring that the policy is implemented effectively.

Conclusion

This policy ensures that the Club is compliant with safeguarding guidelines and that all individuals attending City of Portsmouth Athletic Club events, including children and vulnerable adults, are protected. The Club remains committed to the safe and responsible use of photography to promote athletics while safeguarding personal privacy and dignity.

For further information or any concerns, please contact the Club's Welfare Officer at welfare@portsmouthathletic.co.uk.

Review and Monitoring

This policy will be reviewed annually, or earlier if required, to ensure it remains compliant with changes in legislation and best practice guidance.

This policy should be read in conjunction with the Social Media Policy

Last Reviewed: March 2025

Next Review Date: March 2026

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